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Office Memorandum STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 22 Jan 53

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 16 - 22 January 1953

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1. Project 52-17, Near East Language and Area Program. [redacted], at the request of this staff, is preparing a memo for the D/TR outlining the status of this project. A preliminary discussion was held with [redacted] of the Security Control Staff preparatory to arranging a final briefing for CIA participants in the program. It was decided that the briefing session would be held during the week of 16 February. Others who will be invited to the briefing will be Messrs. [redacted] and the Support Staff of OTR. A meeting has been scheduled for 26 January with appropriate Division Chiefs and Training Liaison Officers to discuss the status of the Near East Language and Area Program and also the Summer Seminar on the Near East.

Project 52-18, Training for New Personnel. Proposed CIA Regulation on Training for New Professional Personnel approved by CIA Career Service Board on 15 January. Copies transmitted to O&M for official coordination and promulgation. A meeting to work out procedures under this regulation has been arranged this date with the Office of Personnel and representatives of TR(S) and TR(G).

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- Project 52-19, Revision of CIA Regulation [redacted]. A TLO meeting has been scheduled for 28 January to discuss the revision of CIA Regulation [redacted] 25X1
A series of proposed changes will be submitted jointly by the S/PP and Programs Division. The agenda for the meeting is being drafted.

Project 52-37, Collection and Source Exploitation Manual. Major current effort is on writing and rewriting. The first three of the six chapters are in process of clearance with Chief, S/PP, as a preliminary to presentation to DB/TR(G). Arrangements are being made for conferences in FI concerning the management of collection requirements both at headquarters and in field stations.

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- Project 52-55, CIA-State Exchange Training Program. [] of the Office of Personnel is re-drafting the memo of information for participants in the program and will coordinate it with appropriate Offices prior to submitting it to this Office for review and comment.
6. Project 52-57, S/PP Review. A memorandum containing recommendations to the D/TR, and a proposed TR(G) regulation are in process, executing the review and coordination functions of S/PP in OTR Regulation 70.
7. Project 52-45, Newsletter. The second item from OTR to be included in the Newsletter to Senior Representatives is being prepared for transmittal to the Assistant to the DCI for inclusion in the February issue. This item will advise the Senior Representatives of the Training Aids support available to field installations from OTR.

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- 25X1 8. Project 52-71, Revision of CIA Regulation [redacted] Proposed revisions of CIA Regulations [redacted] (Training and Lecture Attendance of CIA Personnel at Department of Defense Schools and Colleges) coordinated with [redacted] Now being revised in line with their comments, before presentation to D/TR and DD/TR(G).
- 25X1 9. Project 52-74, Training Request Forms. S/PP is reviewing the various forms used to request training, in order to determine the feasibility of a comprehensive training form, or of a number of forms, or of an alternate solution to the problem of requesting training. Draft of recommendation to D/TR is now in preparation.
10. Project 53-1, CIA Regulation on Language Training. In process.
11. Project 53-2, CIA Regulation on Training for Projected Duty Assignments. Initial draft of CIA Regulation on Training for Projected Duty Assignments completed. Will be coordinated as required before transmittal to D/TR and DD/TR(G).
12. Project 53-3, Publications (Training Bulletin). The Assistant to the ADD/A has forwarded the transcript of General Smith's comments of the last Orientation Course, which will be reviewed and edited as a publication for the first OTR Bulletin. The scope and range of the training bulletin will probably include informational data on various training programs conducted by OTR and developmental plans under consideration. The Support Staff's Training Aids Branch is prepared to accomplish reproduction of mimeograph stencils resulting from this publication effort. 25X1
13. Project 53-4, Revision of CIA Regulation [redacted] In process.
14. Project 53-5, CIA Regulation on Clerical Training. Not yet underway.
15. Project 53-6, CIA Regulation on Management Training. Not yet underway.
16. Project 53-7, CIA Regulation on Junior Officer Program. Not yet underway.
- 25X1 17. Project 53-8, Training Report Form. After review of [redacted] training report form to be used for reporting on the completion of training and on the performance record of the trainee, S/PP prepared a somewhat modified training report in the form of a memorandum (from D/TR to Office head, cc to Office of Personnel and Registrar) for use in all training, internal and external, under the jurisdiction of TR(G). After initial coordination with [redacted], the proposed memorandum was transmitted to Support Staff [redacted] 15 Jan 53) for review, coordination and development. S/PP work on project presently completed, but coordination will be maintained with Support Staff on a continuing basis. 25X1

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